

**NDE Bulletin**  
**December 29, 2011**

**ARRA 1512 Reporting (Open through January 5, 2012/CDC Collection)**

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Section 1512 of ARRA requires reporting of jobs created/saved and vendor information on a quarterly basis. NDE will collect this information from every sub-recipient (district or ESU) through the ARRA Section 1512 Reporting program in the NDE Portal - Consolidated Data Collections (CDC) at <http://portal.education.ne.gov/>. Education Jobs and SFSF will not require job saved or description of jobs this quarter, only vendor information is need for these two programs. If you were done with your Education Jobs and SFSF money prior to Sept 1, 2011 you will still need to complete the report by checking the box saying you have no vendors to report.

Due to the holidays, the ARRA 1512 Reporting Section of the CDC will be open from December 12, 2011 through January 5, 2012 to report activity for the quarter ending December 31st. Every sub-recipient must complete the reporting requirements, even if there has not been any payment(s) received or new jobs saved/retained. Failure to comply with this reporting requirement will put the sub-recipients out of compliance and jeopardize receipt of all federal funds until the next reporting period. The Department has developed Frequently Asked Questions located at <http://www.education.ne.gov/ARRA/PDF/ARRA%20JobsAccountabilityActQA.pdf>.

Central Contractor Registration (CCR) information must be updated at least once a year and is a requirement for receiving American Recovery and Reinvestment Act (ARRA) funds and reporting for Section 1512 of ARRA. Please check your registration to ensure that it has not expired or will not expire this year. You may check the status of your registration at <https://www.bpn.gov/ccr/default.aspx>.

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**New NSSRS Validation Errors related to Staff Reporting System**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

Error 490 Teachers, Para's Assistant Principals and Principals should be reported at the school level. Go to NSSRS Staff Reporting to correct the Staff Position Assignment Record indicating the school the staff should be associated with.

Error 491 Staff FTE exceeds 100% within the controlling district. Go to NSSRS Staff Reporting to correct the Staff Position Assignment Record.

Error 492 Superintendents, Assistant Superintendents (Position Assignment Codes 2320 and 2321) must be reported at the district level ( Location 000). Go to NSSRS Staff Reporting to correct the Staff Position Assignment Record.

Error 493 Education Attained for staff should not equal 00 (No High School Diploma). The staff included in this error are in positions that require more education than a high school diploma. Go to NSSRS Staff Reporting to correct the Staff Demographics Record to indicate the appropriate Education Attained.

## **IMPORTANT DATA VALIDATION NEEDED REGARDING 2010-2011 DROPOUTS BY JANUARY 15**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

Two new validation errors have been created that identify issues related to a student's status. These students are not in the district and may be dropouts. Please review and resolve these errors by January 15 in order for NDE to publish the 2010-2011 Dropout Rate and NCES Graduation Rate in February. Resolution of these issues may affect your Cohort Graduation Rate.

### **1. NSSRS Validation Error #495: "Not Enrolled, Eligible to Return" Not Found in Subsequent School Year**

NSSRS Validation Error # 495 is displayed after the last Friday in September for students in 7th, 8th, 9th, 10th, 11th and 12th who were reported with a final status of 205 (Not Enrolled, Eligible to Return) but do not have a school enrollment record after the "Not Enrolled, Eligible to Return" enrollment status and were not found in the subsequent School Year on or before the last Friday in September. The student's status needs to be reviewed and changed to a 202 (Dropout) or a 201 (Transfer Out, with appropriate documentation) with an enrollment date after the 205 unless another enrollment code is appropriate. If the student should be enrolled for the current school year, please submit Student and School Enrollment templates. Contact the Helpdesk to open the appropriate school year data collection to make corrections.

### **2. NSSRS Validation Error #498: "Not Enrolled, Eligible to Return" Found in Subsequent School Year**

NSSRS Validation Error #498 is displayed for students in 7th, 8th, 9th, 10th, 11th and 12th who were reported with a final status of 205 (Not Enrolled, Eligible to Return) or 202 (Dropout) but have a school enrollment record on or before the last Friday in September in the subsequent School Year. The student's status needs to be reviewed and changed to a 201 (Transfer Out, with appropriate documentation) with an enrollment date after the 205 unless another enrollment code is appropriate. Contact the Helpdesk to open the appropriate school year data collection to make corrections.

## **CDC: Non-Certificated Staff Collection Due January 6 (All Public Districts, State Operated Systems, and ESUs)**

Contact: NDE Helpdesk (888-285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov))

The Non-certificated Staff collection is due January 6, 2011. All district/system non-certificated employees must be included. This collection includes the Full-Time Equivalency for staff in each of the categories who were at the district/system on October 1st (or the closest school day to October 1st). Categories include: School Administrative Support Staff, District/System Administrative Support Staff, Clerical Assistants to Instructional Personnel (non-classroom), Teacher Aides (work in classroom), Plant Operation Personnel (custodians, engineers, etc.), Regular Bus Drivers, Food Service Personnel, Library Aide and Other Personnel.